

CITIES AND TOWNS BULLETIN INDEX – PAGE 1

**INDEX TO CITIES AND TOWNS BULLETIN**  
**(March 1999 through December 2008 Inclusive)**

	<u>Issue</u>	<u>Page</u>
A-133 REQUIREMENTS.....	March 2005	10-12
ABANDONED VEHICLE FUND .....	IC 9-22-1	
ACCESSIBLE PARKING .....	Sept. 2006	3-4
<b>ACCIDENT REPORTS</b>		
Fee to be set at not less than five dollars (\$5) .....	June 2006	10
Procedures .....	Sept. 2003	4-5
	Sept. 2000	4
<b>ACCOUNTING MANUAL</b>		
Additional Copies.....	Dec. 2001	8
<b>ACKNOWLEDGMENTS</b>		
Clerk-Treasurer's Notary Powers .....	Sept. 2008	3
<b>ADDITIONAL EXCISE TAX JUDGMENTS</b>		
Procedure .....	Dec. 2006	9-11
<b>ADVANCE OF PROPERTY TAXES</b>		
Authority for .....	Sept. 2007	1
<b>ADVERTISING, PUBLIC NOTICE</b>		
Additional Appropriations (IC 6-1.1-18-5).....	Dec. 2001	4-5
Annual Report.....	Dec. 2008	5
General Requirements .....	June 2002	10-11
Notice to Bidders - Detailed Specifications Unnecessary .....	June 2004	11
Number of Newspapers Required .....	Sept 2004	5
Ordinances, Penal .....	Sept. 2002	5
Posting Notices.....	Sept. 2000	6
Public Purchases .....	IC 5-22	
Publishing in Newspapers Owned by Official.....	Sept. 2002	7
Rates .....	March 1999	12-18
	Dec. 1999	6-12
	March 2001	4-5
	Dec. 2001	10-11
	Mar. 2003	10-11
	Dec. 2003	7-13
	Dec. 2004	10-12
	Dec. 2005	5
	Dec. 2006	4
Rental - Purchase Agreements .....	Dec. 2007	8
Salaries - Elected City Officials .....	Sept. 2003	8
<b>AID TO COMMUNITY FACILITIES AND PROGRAMS</b>		
Contract Required .....	Sept. 2002	2

CITIES AND TOWNS BULLETIN INDEX – PAGE 2

	<u>Issue</u>	<u>Page</u>
<b>AIRPORTS</b>		
Assistance to Private Airports.....	IC 36-9-2-3	
Joint Airport Authorities .....	March 2003	4
<b>ALCOHOL AND DRUG COUNTERMEASURES FEE</b>		
Procedures for Distribution .....	Sept. 2000	1
<b>ALCOHOLIC BEVERAGE TAXES AND PERMIT FEES</b>		
Distribution to Cities and Towns		
Auditor of State Distribution Account Numbers .....	Dec. 2006	4-5
Excise Tax .....	Dec. 2006	4
Gallongage Tax .....	Dec. 2006	4
<b>AMBULANCE SERVICE</b>		
Emergency Medical Services .....	March 2008	3-4
<b>ANNUAL REPORT</b>		
Computerized Version .....	Dec. 2001	7
Motor Vehicle Highway Operational .....	Dec. 2007	3
Publication in Pamphlet Form - Second Class Cities.....	Dec. 2004	4
Publication Requirements.....	Dec. 2004	4
Report to Bondholders.....	Sep. 2005	1
<b>APPROPRIATIONS</b>		
Additional .....	Dec. 2001	4-5
Budget - Final Action .....	Dec. 2008	8
Cumulative Funds.....	Sept. 2007	1
Donations.....	June 2006	13-14
Encumbrance of.....	Dec. 2008	2-3
Failure To Pass Ordinance.....	Dec. 2007	9
Federal Funds.....	Dec. 2006	13-14
Insurance Claim Proceeds .....	Dec. 2003	4
Not To Exceed Budget .....	Dec. 2008	8
Overdrawn - Prohibited.....	March 2008	1
Parking Meter Funds .....	IC 36-9-12-5	
Requirements .....	June 2000	11-13
.....	Dec. 2004	6
State Grants.....	March 2002	4
.....	Dec. 2006	13-14
Transfers.....	Dec. 2003	4
Park and Recreation Boards - Transfers.....	March 2008	5
When Not Required .....	June 2000	12
Reimbursement Grants .....	Dec. 2006	13-14
<b>APPROVALS, FORM</b>		
Accounting Forms and Systems.....	March 2006	1-4
Computer Forms.....	Dec. 2003	3
.....	March 2006	2-5
.....	Sept. 2000	9-10
Conditions.....	March 2006	4-5
<b>ARSON INVESTIGATION FINANCIAL ASSISTANCE FUNDS</b>		
Procedures .....	March 2002	3
<b>ASSET FORFEITURE</b> .....	IC 34-24	

CITIES AND TOWNS BULLETIN INDEX – PAGE 3

	<u>Issue</u>	<u>Page</u>
<b>ASSETS</b>		
Inventories .....	Dec. 2004	7
Estimating the Cost of .....	March 2006	8
<b>ASSIGNMENT OF WAGES</b>		
Procedures .....	Dec. 2004	5
.....	March 2008	6-7
.....	Sept. 2001	10-11
ATC EXCISE TAX.....	Dec. 2006	4
ATC GALLONAGE TAX.....	Dec. 2006	4
<b>ATTORNEY, CITY</b>		
Powers and Duties, Compensation .....	Sept. 2006	6
<b>AUDITS</b>		
GAO Independence Standards .....	March 2003	8
Not-For-Profit Corporations .....	Dec. 2006	6
Single.....	March 2005	10-12
Requests.....	Sept. 2001	7
BAD CHECKS.....	March 2004	7
.....	Sept. 2000	5
BAIL BONDS - ADMINISTRATIVE FEES.....	IC 35-33-8-3.2	
<b>BANDS AND ORCHESTRAS</b>		
Support of .....	Dec. 2008	8
<b>BANK RECONCILEMENTS</b>		
Required Monthly.....	Dec. 2008	8
<b>BANK/CREDIT CARD PAYMENTS</b>		
To Cities and Towns.....	Sept. 2003	12-13
To City and Town Courts.....	Dec. 2006	12-13
<b>BARRETT LAW (General Statute, IC 36-9-37)</b>		
Certification of Waivered and Nonwaived Assessments.....	IC 36-9-37-9	
Custodian of Funds (IC 36-9-37-4).....	March 2008	1
Interest and Penalty on Delinquent Assessments.....	IC 36-9-37-21	
Investments .....	IC 36-9-37-15	
Official Bonds (IC 36-9-37-7).....	March 2008	1
Old Waivered Balances .....	IC 36-9-37-42	
Payments to Bond Holders.....	IC 36-9-37-43	
Prepayments.....	IC 36-9-37-44	
Release of Lien on Unpaid Assessments (IC 32-8-7-3).....	March 2008	1

## CITIES AND TOWNS BULLETIN INDEX – PAGE 4

	<u>Issue</u>	<u>Page</u>
NOTE: For further discussion on Barrett Law, see Cities and Towns Accounting Manual for the following articles:		
Delinquent Waivered Assessments .....	45-2	
Explanation of Use of Forms.....	45-1 to 45-13	
Nonwaived Barrett Law Assessments .....	45-1	
Official Bond.....	45-3	
Old Barrett Law Waivered Balances .....	45-3	
Prescribed Forms.....	42-5	
Release of Lien on Unpaid Assessments .....	45-3	
Waived Barrett Law Assessments .....	45-1	
 BIDS		
Cancellation of .....	March 1999	9
Escalator Clause.....	IC 5-22-17-10	
Petroleum Products.....	Sept. 2003	1
Public Construction.....	IC 36-1-12	
.....	Dec. 2006	7-8
Public Purchases.....	IC 5-22	
 BONDED INDEBTEDNESS		
Bank Accounts.....	Sept. 2005	1
Destruction of Bond and Coupons.....	Sept. 2002	5
.....	June 2001	13
General Statutory Requirements in Cities .....	March 2005	4-5
General Statutory Requirements in Towns .....	March 2005	4-5
Premium and Accrued Interest .....	Sept. 2004	4
Registered Bonds .....	Sept. 2005	1
Reports to Bondholders.....	Sept. 2005	1
Surplus Bond Proceeds.....	Dec. 2008	10
 BONDS, OFFICIAL (IC 5-4-1)		
Barrett Law .....	IC 36-9-37-7	
Parks and Recreation - Officers and Employees .....	IC 36-10-3-16	
.....	Sept. 2006	1
Filing .....	Sept. 2004	7
Term .....	Sept. 2004	7
 BUDGETS		
Final Action.....	Dec. 2008	8
 BUILDING AUTHORITIES .....		
.....	Sept. 2002	5
 BUILDING PERMIT FEES		
Proper Handling.....	Sept. 2005	2
 BUILDINGS, MUNICIPAL		
Cumulative Fund.....	March 2001	2
 BULLETINS		
Index.....	Dec. 2008	9

CITIES AND TOWNS BULLETIN INDEX – PAGE 5

	<u>Issue</u>	<u>Page</u>
<b>BUY MONEY</b>		
Pay to Informants, Etc. ....	Sept. 2004	9-10
<b>CAGIT TAX</b>		
Supplemental Distributions.....	March 2007	4
<b>CAPITAL ASSETS</b>		
Estimating the cost of .....	March 2006	8
Inventory .....	Dec. 2004	7
<b>CAPITALIZATION POLICY</b>		
Capitalization Threshold.....	Dec. 2004	7
<b>CASH CHANGE FUND</b>		
Procedure to Establish .....	March 2002	9
Changing Amount Set by Council.....	March 2003	1
<b>CASH RESERVE FUND</b>		
General Statute.....	IC 8-1.5-3-11	
Procedure .....	Sept. 2004	3
<b>CREDIT TAX</b>		
Procedure.....	June 2007	10-13
Supplemental Distributions.....	March 2007	4
<b>CEMETERIES</b>		
Municipally Operated .....	IC 23-14-65	
<b>CERTIFICATIONS</b>		
To County Treasurer - Names and Addresses.....	Dec. 2004	4
<b>CERTIFIED CHECKS</b>		
Alternatives Available .....	Dec. 2005	5
<b>CERTIFIED TECHNOLOGY PARKS</b>		
Procedures to Establish.....	Dec. 2002	3
<b>CHECKS (WARRANTS) (See WARRANTS)</b>		
Forgery .....	IC 35-43-5-2	
Deception.....	IC 35-43-5-3	
<b>CHILD LABOR LAW RESTRICTIONS</b>		
Regulations.....	Sept. 1999	4
Rest Breaks .....	Dec. 2001	7
<b>CHILD RESTRAINT SYSTEM PENALTIES</b>		
Procedures .....	June 2005	11
<b>CHILD SUPPORT WITHHOLDINGS</b>		
Procedures .....	Dec. 2007	8
<b>CIGARETTE TAX</b>		
Cumulative Capital Improvement Fund.....	March 2005	2-3
Distribution - Auditor of State Account Numbers.....	Dec. 2006	4-5
Distribution - New City or Town Eligible .....	Sept. 2005	3

CITIES AND TOWNS BULLETIN INDEX – PAGE 6

	<u>Issue</u>	<u>Page</u>
<b>CITY AND TOWN COURT COST FUND</b> Procedures for Claiming from County .....	Sept. 2004	1-2
<b>CITY-COUNTY BUILDING AUTHORITY</b> Provisions of Governing Law.....	IC 36-9-13	
	Sept. 2002	5
<b>CITY MANAGER</b> Employment of.....	Sept. 2007	3-5
<b>CLAIMS</b>		
Allowance of City Claims .....	June 2003	13-14
Allowance of Water, Gas, and Electric Claims .....	June 2003	14
Computing Salaries for Partial Months .....	Dec. 2004	5
Filing and Docketing .....	March 2000	2
Interest on Delinquent Accounts.....	Dec. 2004	8
Interest on Payment for Road Work .....	June 2003	12
Interest on Public Contracts .....	June 2003	13
Official's Responsibility for Disbursing.....	Dec. 2007	9
Payment of Invoices or Bills - Requirements.....	March 2000	2-3
Payment Prior to Board Allowance.....	Sept. 2005	3
Rubber Stamp Signatures .....	Sept. 2002	1
Payments to State and Federal Agencies .....	March 2000	3
<b>CLERK-TREASURER</b>		
Appointment of Office Personnel.....	Dec. 2007	4
Attorneys .....	Sept. 2005	4
Conveyances, Mortgages or Instruments of Writing .....	Sept. 2000	6
Liability.....	Sept. 2007	5
Notary Powers .....	Sept. 2008	3
Office Space .....	Sept. 2005	4
Powers and Duties of Clerk-Treasurer		
City - 2nd Class Cities.....	IC 36-4-10-5	
City - 3rd Class Cities.....	IC 36-4-10-4.5	
Town.....	June 1999	16
.....	IC 36-5-6-6	
Utilities.....	March 2006	7
Receipt and Care of Money.....	Sept. 2004	2
Residence Requirement .....	March 2003	5
Utility Billing and Collection Employees .....	Dec. 2007	4
Year End Duties.....	Dec. 2008	1
<b>CLOTHING AND EQUIPMENT ALLOWANCE</b>		
City Police Officers and Firefighters .....	March 1999	2
Town Marshals .....	March 1999	3
Volunteer Firefighters .....	Sept. 2006	2
.....	March 1999	3
<b>COMBAT ZONE PAY</b>		
IRS Regulations.....	Sept. 2004	8
<b>COMMISSIONS</b>		
Vending Machines .....	Dec. 2006	7

CITIES AND TOWNS BULLETIN INDEX – PAGE 7

	<u>Issue</u>	<u>Page</u>
<b>COMMON COUNCIL</b>		
Condemnation, Rental, Purchase of Property.....	IC 36-9-6-4	
Legal Assistants.....	Sept. 2002	1
Serving as City Employees.....	Sept. 2005	1
<b>COMMUNITY PROGRAMS – AID TO</b>		
Contract Required .....	Sept. 2002	2
<b>COMPENSATION</b>		
Absence From Work for Injury.....	March 2008	2
Additional Compensation		
City Attorney.....	Sept. 2006	6
City Officers and Employees-from a Utility or Function .....	Sept. 2003	8-9
Advance Payments Prohibited .....	March 1999	9
Annual Salaries - Proper Payments .....	March 2003	4
Appointive City Officers and Employees .....	Sept. 2003	8-9
Assignment of Wages.....	Dec. 2004	5
.....	March 2008	6-7
.....	Sept. 2001	10-11
Banks - Payment to .....	March 2007	4
City Attorney.....	Sept. 2006	6
City Officers and Employees .....	Sept. 2003	8-9
Combat Zone Pay.....	Sept. 2004	8
Compensatory Time Off .....	March 2007	5
Computing Salaries for Partial Months .....	Dec. 2004	5
Deceased Employees.....	June 2000	14-15
Elected City Officials.....	Sept. 2003	8
Federal Minimum Wage and Overtime Provisions .....	March 2000	3-4
Firefighters and Police Officers .....	March 1999	7
Ghost Employees .....	IC 35-44-2-4	
Hours Worked - Record Required .....	IC 5-11-9-4	
Jury Duty and Subpoenaed Witness .....	Sept. 2008	1
Overpayments of .....	March 2008	7
Prevailing Wages – Common Construction Wage .....	March 2000	4
Town Officers and Employees.....	Sept. 2003	10
Park and Recreation - Salary Increases.....	March 2008	5
Waiver of.....	Sept. 2001	10
Record of Hours Worked .....	June 2003	12-13
<b>COMPUTER SYSTEMS</b>		
Purchases and Form Approvals .....	Dec. 2003	3
.....	March 2006	2-5
.....	Sept. 2000	9-10
Hardware and Software .....	March 2004	1
<b>CONFISCATED WEAPONS</b>		
Disposal of .....	Sept. 2003	5-6
<b>CONFLICT OF INTEREST</b>		
Public Officials .....	March 2003	5-7
Statement Form .....	March 2003	9

CITIES AND TOWNS BULLETIN INDEX – PAGE 8

	<u>Issue</u>	<u>Page</u>
<b>CONTRACTS</b>		
Construction Contracts, Report of .....	Sept. 2000	1-2
Doing Business With Public Depository Officials or Public Printers .....	Sept. 2002	7
Escalator Clause.....	IC 5-22-17-10	
Interest In by Public Officials .....	March 2003	5-7
Not-For-Profit Corporations .....	Dec. 2006	6
Prevailing Wages – Common Construction Wage .....	March 2000	4
Retainage .....	Sept. 2003	11-12
Volunteer Fire Companies.....	Dec. 2008	4
<b>CONTRIBUTIONS, DONATIONS, GIFTS</b>		
Procedures .....	June 2006	13-14
<b>CONTROLLED SUBSTANCE EXCISE TAX</b>		
Use for Criminal Investigations.....	Sept. 2000	5
<b>CONVEYANCES, MORTGAGES OR INSTRUMENTS OF WRITING</b>		
City Clerk or Clerk-Treasurer's Powers.....	Sept. 2000	6
<b>COOPERATIVE FACILITIES</b>		
Agreements Between Local Governmental Units.....	IC 36-1-7	
<b>COPY FEES.</b> .....	Dec. 2005	5
.....	June 1999	16
<b>CORPORATIONS</b>		
Not-For-Profit Audits.....	Dec. 2006	6
<b>COST SAVING INCENTIVE PROGRAM</b> .....	June 2003	14
<b>COUNTY ECONOMIC DEVELOPMENT INCOME TAX (CEDIT)</b>		
Procedures .....	June 2007	10-13
<b>COURTS, CITY AND TOWN</b>		
Additional Excise Tax Judgments.....	Dec. 2006	9-11
Bank/Credit Card Payments.....	Dec. 2006	12-13
Child Restraint System Penalties .....	June 2005	11
Clerk's Record Perpetuation Fund .....	Sept. 2004	4
DNR Fines .....	Dec. 2001	8
Document Fees .....	Sept. 2004	4
Investments .....	Sept. 2008	1
Late Payment Fee .....	Sept. 2004	4
Moving Traffic Violations – Enforcement.....	Sept. 2002	2
Old Outstanding Checks.....	Dec. 2001	3
Overweight Vehicles - Judgments .....	Dec. 2008	9
Seatbelt Violations .....	Sept. 2002	1
Pretrial Diversion Program Fees .....	Sept. 2004	7
Probation User Fees.....	Sept. 2003	14
Special Judges and Judges Pro Tempore .....	Mar. 2001	3
Speed Limits – City and Town Streets .....	Sept. 2002	2-3
State User Fees - Increase.....	Sept. 2000	1
Tobacco – Sale to Minors.....	June 2003	14
Trust Items.....	Dec. 2001	2

CITIES AND TOWNS BULLETIN INDEX – PAGE 9

	<u>Issue</u>	<u>Page</u>
<b>CREDIT CARDS</b>		
Payments to City and Town Courts .....	Dec. 2006	12-13
Procedures for Payment by Taxpayers and Utility Customers.....	Sept. 2003	12-13
Procedures for Purchases .....	June 2000	16
<b>CRIMINAL JUSTICE INSTITUTE GRANTS</b>		
Procedures .....	March 2002	4
<b>CRIMINAL HISTORY FEES</b>		
Procedures .....	March 2005	1
<b>CUMULATIVE FUNDS</b>		
Appropriation of .....	Sept. 2007	1
Cumulative Building Fund.....	March 2001	2
Cumulative Capital Development Fund.....	March 2004	3-5
Cumulative Capital Improvement Fund (Cigarette Tax Supported)		
Auditor of State Distribution Account Number .....	Dec. 2006	4
Capital Improvement defined .....	March 2005	2-3
Uses .....	March 2005	2-3
Cumulative Capital Improvement Fund (Tax Levy Supported) .....	IC 36-9-16-3	
Cumulative Drainage Fund.....	IC 36-9-27-99	
Fire Stations, Fire Equipment and Police Radio		
Equipment in Cities and Towns (IC 36-8-14) .....	Sept. 2006	1
Municipal Buildings.....	March 2001	2
Parks, Cities (IC 36-10-4-36).....	Sept. 2003	1
Sewer System (IC 36-9-26).....	Dec. 2008	6
Transportation Fund .....	IC 36-9-4-48	
<b>DECEASED PERSONS</b>		
Payment of Funds Due From Governmental Unit .....	June 2000	14-15
<b>DEFERRED COMPENSATION PLANS</b>		
Section 457 Requirements .....	Sept. 2008	2
<b>DEFERRED RETIREMENT OPTION PLAN (DROP)</b>		
Plans Which Can Be Offered.....	Sept 2005	3
Procedures .....	Sept. 2002	11-12
<b>DELINQUENT TAXES OF PUBLIC OFFICERS AND EMPLOYEES</b>		
Method of Collection.....	Dec. 2008	4-5
<b>DEMOLITION FUND (See UNSAFE BUILDING FUND)</b>		
<b>DEPOSITORIES</b>		
Approved Listing.....	Dec. 2000	11-19
.....	March 2001	1
Daily Deposits Required .....	Sept. 2004	3
Designation of Deposit of Funds in Bank in Which Public Official		
Has an Interest .....	Sept. 2004	3
Depositing Compensation of Public Employees.....	March 2007	4
Monthly Bank Reconciliation .....	Dec. 2000	4
Separate Accounts - Revenue Bond Issues.....	Sept. 2005	1
Park and Recreation Department.....	March 1999	10
<b>DEPOSITS FOR CUTTING STREETS AND CURBS</b>		
Proper Handling.....	Dec. 2002	5

CITIES AND TOWNS BULLETIN INDEX – PAGE 10

	<u>Issue</u>	<u>Page</u>	
DEPOSITS, METER Unclaimed.....	June 2004	10	
DIPHTHERIA, TETANUS, AND RABIES VACCINES Payments for.....	Sept. 2008	3	
DISASTER RELIEF FUNDS Accounting and Budgeting.....	June 2005	11	
DOCUMENT FEES City or Town Court.....	Sept. 2004	4	
DONATIONS Procedures .....	June 2006	13-14	
	Sept. 2000	6-7	
DORMANT FUND BALANCES Transfers (IC 36-1-8-5 (b)(2)) .....	Dec. 2006	3	
DUAL OFFICE HOLDING OAG Official Opinion No. 13, 1970.....	June 2002	12	
DUNS NUMBER REQUIREMENT.....	Dec. 2003	4	
ECONOMIC DEVELOPMENT COMMISSION Financing .....	IC 36-7-12		
EDIT TAX Procedures .....	June 2007	10-13	
	Sept. 2005	4	
ELECTIONS Expenses - All Cities and Towns Over 3,500 Population .....	June 2006	14	
	Expenses - Towns Under 3,500 (Except for Marion County) .....	June 2006	14
	Expenses - Towns Under 500 Population .....	June 2006	14
ELECTRONIC FUNDS TRANSFER Procedures - State Distributions.....	June 2005	10	
EMERGENCY MEDICAL SERVICES Procedures for Establishment and Operation .....	March 2008	3-4	
ENCUMBRANCES Of Appropriations.....	Dec. 2008	2-3	
ERRORS AND OMISSIONS INSURANCE Official Opinion No. 85-27.....	Dec. 2005	5	
EXAMINATION OF RECORDS Requests.....	Sept. 2001	7	
EXCISE, ADDITIONAL JUDGMENTS Procedures .....	Dec. 2006	9-11	
EXCISE SURTAX AND WHEEL TAX Uses.....	March 2004	9	

CITIES AND TOWNS BULLETIN INDEX – PAGE 11

	<u>Issue</u>	<u>Page</u>
<b>FAIR LABOR STANDARDS ACT</b>		
Compensatory Time Off .....	March 2007	5
Minimum Wage Provisions .....	March 2000	3-4
<b>FEDERAL EXCISE TAXES</b>		
Exemption.....	Sept. 2006	2
Refunds .....	Sept. 2006	2
<b>FEDERAL FUNDS</b>		
Appropriation .....	Dec. 2006	13-14
Cognizant Agencies.....	Sept. 2002	8
Single Audit Requirements .....	March 2005	10-12
Data Collection Form.....	March 2005	11
DUNS Number Requirements .....	Dec. 2003	4
Reimbursement Grants .....	Dec. 2006	13-14
<b>FIELD EXAMINERS</b>		
Identification.....	Sept. 2000	8
<b>FIREFIGHTING EQUIPMENT</b>		
Cumulative Fund in Cities and Towns .....	Sept. 2006	1
Rental - Purchase Contracts .....	March 2000	1
Transfer to Volunteer Fire Company .....	Sept. 1999	4
<b>FIREFIGHTERS, CITY</b>		
Equipment and Clothing Allowance.....	March 1999	2
Residence Requirements .....	IC 36-8-4-2	
.....	Sept. 2006	3
Serving on Council.....	March 2003	5
Worker's Compensation Insurance .....	IC 22-3-2-2	
.....	March 2002	3
Worker's Occupational Disease Insurance (IC 22-3-7-2).....	Sept. 2003	2
<b>FIREFIGHTERS, VOLUNTEER (See VOLUNTEER FIREFIGHTERS)</b>		
<b>FIREFIGHTERS PENSION FUND</b>		
Benefits - 1937 Firefighter's Pension Fund .....	IC 36-8-7-12	
Benefits - 1977 Pension and Disability Fund.....	IC 36-8-8-11	
Funeral Benefits.....	Dec. 2008	6
Pension Relief Fund - Uses.....	March 2002	8
Official Bond Requirements.....	Sept. 2003	2
<b>FIRE PROTECTION</b>		
Contracts With Volunteer Fire Companies .....	Dec. 2007	3-4
<b>FLOOD CONTROL DISTRICT</b>		
Salary of Executive Secretary .....	IC 36-9-29-9	

CITIES AND TOWNS BULLETIN INDEX – PAGE 12

	<u>Issue</u>	<u>Page</u>
<b>FORMS</b>		
Approval of .....	Dec. 2003	3
.....	March 2006	1-5
.....	Sept. 2000	9-10
Filing Form 100R	Dec. 2004	3
Utility Forms.....	March 2006	1-4
<b>FOUNDATIONS</b>		
Donations to.....	Sept. 2000	6-7
<b>FUNDS</b>		
Creating New Funds.....	Sept. 2000	2-3
Dormant Fund Balances - Transfers (IC 36-1-8-5(b)(2)).....	Dec. 2003	
Transfers		
Temporary.....	March 2005	8
Within Budget.....	Sept. 1999	1
Overdrawn - No authority .....	March 2008	1
<b>GARNISHMENT OF SALARIES AND WAGES</b>		
Maximum (IC 24-4.5-5-105) .....	June 2003	12
<b>GARBAGE COLLECTION AND DISPOSAL</b>		
Charges For.....	Sept. 1999	1-3
Contracts for .....	Dec. 2008	7
User Fees, Establishment of .....	Sept. 1999	1-3
<b>GASB 34 REQUIREMENTS</b> .....	Sept. 2003	15-16
<b>GASOLINE TAX FUND (See MOTOR VEHICLE HIGHWAY FUNDS)</b>		
<b>GENERAL IMPROVEMENT FUND</b>		
Provisions of IC 36-9-17 .....	Dec. 2005	5
<b>GROUP HEALTH INSURANCE</b> .....	Dec. 2000	4-5
<b>GUARANTEED ENERGY SAVINGS CONTRACTS</b>		
Requirements .....	Dec. 2002	4-5
<b>HANDGUN LICENSES</b>		
Lifetime Licenses .....	June 2006	11
Procedures for Applications and Transfers .....	Sept. 2003	5-6
<b>HAZARDOUS MATERIALS RESPONSE FUND</b> .....	Sept. 2003	13-14
<b>HEALTH INSURANCE, GROUP</b> .....	Dec. 2000	3-4
.....	March 1999	11
<b>HOME RULE</b>		
Compliance.....	Sept. 2001	4-6
<b>HOUSING AUTHORITY</b>		
Pension Plan.....	IC 36-7-18-10(d)	
<b>HYDRANT RENTAL</b>		
Recovery of Costs from Customers.....	Sept. 2002	10

CITIES AND TOWNS BULLETIN INDEX – PAGE 13

	<u>Issue</u>	<u>Page</u>
<b>INDEBTEDNESS</b>		
Creating Interest-Bearing Indebtedness.....	March 2005	3
General Obligation Indebtedness .....	March 2005	3-4
Grant Anticipation Notes.....	March 2005	9
Loans Between Utilities .....	March 2008	2
Tax Anticipation Time Warrant .....	March 2005	5
Temporary Loan Procedure.....	March 2005	8
Short-Term Loans.....	March 2005	4-5
<b>INDUSTRIAL DEVELOPMENT (IC 36-7-13)</b>		
Cities and Towns .....	March 2003	4
Industrial Development Program.....	IC 4-4-8	
<b>INSURANCE</b>		
Errors and Omissions .....	Dec. 2005	5
Group Insurance for Public Employees.....	IC 5-10-8	
.....	Dec. 2000	4-5
.....	March 1999	11
Self-Insurance.....	IC 36-1-8-6(c)	
Volunteer Firefighters .....	Sept. 2008	2
.....	June 2005	11
Worker's Compensation - Inclusion of Officers .....	March 2006	6
Appropriations of Insurance Claim Proceeds .....	Dec. 2003	4
<b>INTERNET ADDRESSES</b>		
Federal and State Agencies .....	Dec. 2001	1
<b>INVESTMENTS</b>		
Accounting for Interest.....	Dec. 2000	7-8
.....	Dec. 2001	6-7
Accounting for Interest - City and Town Courts.....	Sept. 2008	1
Accounting for Interest - Certificates of Deposit - Renewal.....	Dec. 2000	8
Accounting for Purchase of Investments .....	Dec. 2000	7-8
Authority for Purchasing Investments.....	Sept. 2007	6
Certificates of Deposit .....	IC 5-13-9-4	
Certificates of Deposit - Renewal Procedure .....	Dec. 2000	8
City and Town Court Funds.....	Sept. 2008	1
Deposit Accounts - Definition .....	IC 5-13-9-3	
General Law .....	IC 5-13-9	
Interest Earned - Crediting .....	Dec. 2000	7-8
.....	Dec. 2001	6-7
Investment Funds .....	Dec. 2000	8
Investment Cash Management System .....	IC 5-13-11	
Manner of Investing Funds - By Fund .....	Dec. 2000	7
Manner of Investing Funds - By Total Monies on Deposit .....	Dec. 2000	7
Meter Deposit Funds .....	Dec. 2002	6
.....	Dec. 2005	6

CITIES AND TOWNS BULLETIN INDEX – PAGE 14

	<u>Issue</u>	<u>Page</u>
<b>INVESTMENTS.....</b>		
Money Market Mutual Funds .....	June 1999	<b>15</b>
Public Deposit Insurance Fund.....	IC 5-13-9-8.5	
Repurchase and Resale Agreements .....	IC 5-13-9-3	
Safekeeping Receipts.....	IC 5-13-9-2	
Service Charges .....	IC 5-13-9-8	
Soliciting Quotations From Outside Depositories.....	IC 5-13-9-5	
Terms of Investments – Two Year Limitation.....	IC 5-13-9-5.6	
United States Government Securities .....	IC 5-13-9-2	
Utility Funds .....	Dec. 2005	<b>6</b>
<b>INVOICES</b>		
Payment of - Requirements.....	March 2000	<b>2-3</b>
<b>JURY DUTY</b>		
Compensation of Employees While Serving on Jury or as a Witness .....	Sept. 2008	<b>1</b>
<b>LAW ENFORCEMENT FUNDS</b>		
Procedures .....	June 2005	<b>12</b>
<b>LEASE WITH OPTION TO PURCHASE</b>		
Procedures .....	Dec. 2007	<b>8</b>
<b>LEVY EXCESS FUND</b>		
Procedures .....	Dec. 1999	<b>4</b>
<b>LIENS ON NUISANCE PROPERTIES .....</b>	Sept. 2003	<b>14</b>
<b>LOANS, TEMPORARY</b>		
Authority for .....	IC 36-4-6-20	
.....	IC 36-5-2-12	
From Municipal Utility to City or Town .....	March 2008	<b>5</b>
Procedure .....	March 2005	<b>3-9</b>
Tax Anticipation Time Warrants .....	March 2005	<b>5-7</b>
To Depleted Funds .....	March 2005	<b>8</b>
To Municipal Utility From City or Town.....	Dec. 2001	<b>6</b>
<b>LOCAL LAW ENFORCEMENT CONTINUING EDUCATION FUND</b>		
Procedures .....	Sept. 2003	<b>3</b>
.....	June 2005	<b>12</b>
Uses.....	Sept 2003	<b>3</b>
Verified Statements .....	June 2005	<b>12</b>
<b>LOCAL MAJOR MOVES CONSTRUCTION FUND</b>		
Special Distributions .....	Sept. 2006	<b>7</b>
<b>LOCAL ROAD AND STREET FUND</b>		
Auditor of State Distribution Account Numbers .....	Dec. 2006	<b>4-5</b>
Transfer of - Towns .....	Sept. 2006	<b>3</b>
Uses (IC 8-14-2-5) .....	Sept. 2001	<b>8</b>
<b>LUCRATIVE AND DUAL OFFICES</b>		
Holding.....	June 2002	<b>12</b>
<b>MAJOR MOVES CONSTRUCTION FUND .....</b>	Sept. 2006	<b>7</b>
<b>MARRIAGES</b>		
Persons Who May Solemnize .....	Sept. 1999	<b>5-6</b>

CITIES AND TOWNS BULLETIN INDEX – PAGE 15

	<u>Issue</u>	<u>Page</u>
<b>MARSHAL, TOWN</b>		
Clothing and Equipment Allowance.....	March 1999	3
Special Death Benefit Fund.....	Sept. 2008	2
Deputies, Number of.....	June 1999	15
<b>MATCHING GRANTS</b>		
State Requirements.....	Dec. 2006	14
<b>MEMORIAL DAY EXPENSES</b>		
Appropriations to Veterans Organizations.....	June 2008	15-16
<b>METROPOLITAN POLICE FORCE</b>		
Establishment .....	March 2001	2
<b>MILEAGE REIMBURSEMENT</b>		
City and Town Officers and Employees .....	Sept. 2004	10
State Rate .....	Dec. 2008	2
Federal Rate .....	Dec. 2008	2
<b>MILITARY LEAVE</b>		
Active Duty.....	June 2004	14
National Guard Duty .....	June 2004	14
<b>MINIMUM WAGE LAWS</b>		
Fair Labor Standards Act.....	March 2000	3-4
<b>MONEY MARKET MUTUAL FUNDS</b>		
Investment in .....	June 1999	15
<b>MOTOR VEHICLES</b>		
Inspection .....	Sept. 2003	4
Penalties Collected for Failure to Timely Register .....	Dec. 2006	9-11
<b>MOTOR VEHICLE HIGHWAY FUNDS</b>		
Annual Operational Report.....	Dec. 2007	3
Approved Uses (IC 8-14-1-5) .....	Sept. 2001	7-8
Approved Uses (OAG No. 27, 1965) .....	Sept. 2005	2
Auditor of State Distribution Account Number.....	Dec. 2006	4-5
Excise Surtax and Wheel Tax .....	March 2004	9
Penalties for Misapplication.....	Sept. 2001	7-8
Transfers of - Towns.....	Sept. 2006	3
Use for Law Enforcement Purposes.....	Dec. 2007	8
Use for Sidewalks.....	Sept. 1999	1
Use for Streetlighting .....	Dec. 2006	1
<b>MOVING TRAFFIC VIOLATIONS</b>		
Enforcement .....	Sept. 2002	2
<b>MUNICIPAL ORDINANCE</b>		
Violations Bureau .....	Sept. 2006	5-6
<b>MUNICIPAL UTILITIES (See UTILITIES, MUNICIPAL)</b>		
<b>NATIONAL GUARD AND RESERVES</b>		
Leaves of Absence for Governmental Employees .....	June 2004	14

CITIES AND TOWNS BULLETIN INDEX – PAGE 16

	<u>Issue</u>	<u>Page</u>
<b>NEWSPAPERS - PUBLIC NOTICE ADVERTISING GENERAL STATUTE (IC 5-3-1)</b>		
Number of Newspapers Required .....	Sept. 2004	5
Rate Charges.....		
.....	March 1999	12-18
.....	Dec. 2001	10-11
.....	March 2003	10-11
.....	Dec. 2004	10-12
.....	Dec. 2005	5
.....	Dec. 2006	4
<b>NEW HIRE REPORTING</b>		
Requirements .....	Dec. 2007	6-7
<b>NOTARY PUBLIC</b>		
Clerks and Clerk-Treasurers .....	Sept. 2008	3
<b>NOT-FOR-PROFIT CORPORATIONS</b>		
Audits of Financial Assistance.....	Dec. 2006	6
Assistance to Public Health Nursing Programs.....	Dec. 2005	6
<b>OATHS</b>		
Clerk-Treasurer's Notary Powers .....	Sept. 2008	3
<b>OFFICE INQUIRIES</b>		
Letters.....	Dec. 2008	1
<b>OFFICIAL BONDS - GENERAL STATUTE (IC 5-4-1)</b>		
Barrett Law .....	March 2008	1
Filing .....	Sept. 2004	8
Police Pension Fund Secretary .....	March 2006	6
Term .....	Sept. 2004	7
<b>OFFICIALS</b>		
Disbursing Public Funds.....	Dec. 2007	9
Interest in Contracts .....	March 2003	5-7
Leave Policy .....	June 2007	9
Signatures on Claims and Warrants.....	Sept. 2002	1
Town Official's Duties .....	June 1999	15
Year End Duties - Outgoing Officials.....	Dec. 2003	2-3
<b>OLD OUTSTANDING CHECKS</b>		
Cancellation .....	Dec. 2008	2
Courts .....	Dec. 2001	3
<b>OPENING NEW LEDGERS</b>		
Procedures (See Cities and Towns Accounting Manual)		
<b>OPINIONS OF ATTORNEY GENERAL</b>		
Cigarette Tax Distributions .....	Sept. 2005	3
Compensation of City Attorney.....	Sept. 2006	6
Investment of Town Utility Funds .....	Dec. 2005	6
Motor Vehicle Highway Fund - Buildings.....	Sept. 2005	2
Motor Vehicle Highway Fund - Street Lighting.....	Dec. 2006	1

CITIES AND TOWNS BULLETIN INDEX – PAGE 17

	<u>Issue</u>	<u>Page</u>
<b>OPINIONS OF ATTORNEY GENERAL</b>		
Travel Expense.....	Sept. 2002	3-4
<b>OPTICAL IMAGES OF CHECKS</b>		
Original Record.....	Sept. 2007	2-3
<b>ORDINANCES</b>		
Enforcement .....	Sept. 2004	6
Publication of Penal Ordinances .....	Sept. 2002	5
Ordinance Violations Bureau.....	Sept. 2006	5
Ordinance Violations on Private Property – Removal Costs.....	Sept. 2002	8
<b>OUTSTANDING CHECKS</b>		
Procedure for Handling Old Outstanding Checks .....	Dec. 2008	2
<b>OVERWEIGHT VEHICLES</b>		
Judgments .....	Dec. 2008	9
<b>PARKING – ACCESSIBLE SPACES</b>		
Requirements .....	Sept. 2006	3-5
<b>PARKING METER FUNDS</b>		
Statutes.....	IC 36-9-11; IC 36-9-12	
Parking Tickets - Failure to Pay.....	IC 9-30-11	
<b>PARKING TICKETS</b>		
Unpaid .....	Sept. 2002	13
<b>PARKS AND RECREATION</b>		
Acquisition and Operation of Golf Courses .....	IC 36-10-5-3(b)	
Board Member Salaries and Per Diem.....	Sept. 2007	6
Bonds of Officers and Employees .....	IC 36-10-3-16	
.....	Sept. 2006	1
Cumulative Sinking and Building Fund.....	Sept. 2003	1
Nonreverting Capital Fund – Procedures to Establish .....	IC 36-10-3-20	
.....	March 2002	6-7
Salaries and Appropriation Transfers.....	March 2008	5
Nonreverting Operating Fund .....	March 2002	6-7
.....	IC 36-10-3-22	
Nonreverting Operating Fund – Use of Program Balances.....	Sept. 2002	6
Daily Deposits Required .....	March 1999	10
<b>PAYROLL</b>		
Deductions - Requirements .....	Sept. 2001	10-11
Overpayments - Recovery from Employee .....	March 2008	6-7
Payroll Fund and Payroll Warrant - Use of.....	Sept. 2007	1-2
Record of Hours Worked .....	June 2003	12
<b>PENALTIES</b>		
Utility Billings.....	March 1999	9-10
<b>PENSION PLANS</b>		
Available Plans .....	March 2002	7
PERF .....	Sept 2005	3

CITIES AND TOWNS BULLETIN INDEX – PAGE 18

	<u>Issue</u>	<u>Page</u>
<b>PETTY CASH FUND</b>		
Procedures to Establish.....	March 2002	9
Changing the Amount Set by Council.....	March 2003	1
<b>POLICE DEPARTMENTS</b>		
Accident Report Fees .....	Sept. 2003	4-5
.....	Sept. 2000	4
Buy Money.....	Sept. 2004	10-11
Confiscated Weapons .....	Sept. 2003	5-6
Consolidation of Police Funds.....	June 1999	18
Criminal History Fees .....	March 2005	1
Handgun License Fees.....	Sept. 2003	5
Local Law Enforcement Continuing Education Fees.....	Sept. 2003	3
.....	June 2005	12
Metropolitan - Establishment in Towns .....	March 2001	2
Motor Vehicles - Inspection .....	Sept. 2003	4
<b>POLICE OFFICERS, CITY</b>		
Age Limitation – Examinations Required .....	Sept. 2000	3
Equipment and Clothing Allowance (IC 36-8-4-4) .....	March 1999	2
Overtime .....	IC 36-8-4-8	
.....	March 2007	5
Residence Requirements .....	IC 36-8-4-2	
.....	Sept. 2006	3
Serving on Council.....	March 2003	5
Worker's Compensation Insurance .....	IC 22-3-2-2	
.....	March 2002	3
Worker's Occupational Disease Insurance.....	IC 22-3-7-2	
<b>POLICE PENSION FUND</b>		
Attorney Fees .....	IC 36-8-6-5(b)	
Benefits.....	IC 36-8-6-7	
.....	IC 36-8-6-8	
.....	IC 36-8-6-9	
.....	IC 36-8-6-10	
.....	IC 36-8-6-11	
.....	IC 36-8-6-12	
Bond Requirements .....	March 2006	6
Civilian Employees .....	IC 36-8-3-8(a)	
Deferred Retirement Option Plan (DROP) .....	Sept. 2002	11-12
Dependents Benefits .....	IC 36-8-6-10	
Disability Benefits .....	IC 36-8-6-8	
Duties of Secretary .....	IC 36-8-6-3(d)	
.....	June 2006	12
Funeral Benefits.....	Dec. 2008	6
Membership of Board .....	IC 36-8-6-2	
Pension Relief Fund - Uses.....	March 2002	8
<b>POLICE RESERVES</b> .....	IC 36-8-3-20	

CITIES AND TOWNS BULLETIN INDEX – PAGE 19

	<u>Issue</u>	<u>Page</u>
<b>POPULATION DECREASES-2ND CLASS CITIES</b>		
Effects of.....	Sept. 2007	6
.....	June 1999	16
.....	IC 36-4-1-1	
.....	IC 36-4-1-1.1	
<b>PRETRIAL DIVERSION PROGRAM FEES</b>		
Procedures .....	Sept. 2004	7
<b>PREVAILING WAGES</b>		
Department of Labor.....	March 2000	4
<b>PROCUREMENT CARDS</b>		
Criteria for Usage.....	Sept. 2004	5-6
<b>PROMOTION OF BUSINESS</b>		
Reimbursements to City and Town Officials .....	Dec. 2005	4
<b>PROPERTY</b>		
Sale and Exchange Between Public Bodies .....	IC 36-1-11-8	
Sale of - Legal Requirements .....	IC 36-1-11	
Sale of - Personal Property .....	IC 5-22-22	
<b>PROPERTY TAX ADVANCES</b>		
Procedure .....	Sept. 2007	1
<b>PUBLIC BUILDINGS</b>		
Towns .....	IC 36-1-4-6	
<b>PUBLIC DEPOSITORYIES (See DEPOSITORYIES)</b>		
<b>PUBLIC HEALTH NURSING ASSOCIATIONS</b>		
Assistance to .....	Dec. 2005	6
<b>PUBLIC IMPROVEMENTS REVOLVING FUND</b>		
Provisions of Law.....	IC 36-9-17	
<b>PUBLIC LAWS - DIGESTS</b>		
1999.....	June 1999	1-14
2000.....	June 2000	1-11
2001.....	June 2001	1-13
2002.....	June 2002	1-9
2003.....	June 2003	1-12
2004.....	June 2004	1-7
2005.....	June 2005	1-10
2006.....	June 2006	1-11
2007.....	June 2007	1-8
2008.....	June 2008	1-10

**PUBLIC NOTICE ADVERTISING (SEE ADVERTISING, PUBLIC NOTICE)**

**PUBLIC RECORDS (See RECORDS)**

CITIES AND TOWNS BULLETIN INDEX – PAGE 20

	<u>Issue</u>	<u>Page</u>
<b>PUBLIC WORKS AND IMPROVEMENTS (PUBLIC CONSTRUCTION)</b>		
Bid and Bond Forms .....	IC 36-1-12-4(a)(6)	
General Provisions of Statute (IC 36-1-12) .....	Dec. 2006	7-8
Interest on Payments for Road Work .....	June 2003	12
Notice to Bidders - Detailed Specifications Not Required .....	June 2004	11
Opening of Bids .....	IC 36-1-12-4(a)(7)	
.....	June 2004	11
Projects \$2 Million and under – Financing .....	March 2005	10
Retainage on Contracts.....	IC 36-1-12-14	
.....	Sept. 2003	11-12
<b>PURCHASES</b>		
Articles Made in State Institutions .....	IC 5-22-11	
.....	IC 5-22-12	
Computer Hardware and Software .....	March 2004	1
General Provisions of Statute (IC 5-22) .....	June 2008	14-15
Land and Buildings .....	IC 36-1-4-5	
.....	IC 36-1-10	
Cancellation or Rejection of Bids.....	March 1999	9
Extension of Contracts .....	June 1999	14
Rental - Purchase Agreements .....	Dec 2007	8
.....	IC 36-1-10	
State QPA Contract - Purchase From State Supplier .....	IC 5-22-10-15	
Utilities - Exemption From Public Purchase Law.....	IC 5-22-1-2	
<b>QUESTIONS AND ANSWERS FROM JUNE TRAINING SCHOOLS</b>		
2004.....	Sept. 2004	11-13
2005.....	Sept. 2005	5-8
2006.....	Sept. 2006	8-10
2007.....	Sept. 2007	6-10
2008.....	Sept. 2008	6-7
<b>RAINY DAY FUND</b>		
Procedures to Establish.....	June 2004	4
Excess CAGIT, COIT, CEDIT Distributions.....	Dec. 2003	4
Transfers to.....	June 2006	9
<b>RECORDS</b>		
Destruction of Canceled Bonds and Coupons .....	June 2001	13
Disposing of Old Public Records (IC 5-15-6) .....	Dec. 2007	6
Capital Assets Ledger - City and Town Form No. 211 (Rev. 2003) .....	Dec. 2004	7
Opening New Ledgers (See Cities and Towns Accounting Manual, Pages 11-34 and 11-35)		
Public Records Go With Office .....	Dec. 2001	1
Requests for Examination .....	Sept. 2001	7
Retention Schedules .....	Dec. 2007	6
Right of Taxpayers to Inspect (IC 5-14-3) .....	Dec. 2002	6
Year End Duties.....	Dec. 2008	1
<b>REDEVELOPMENT</b>		
Commission Member Salaries and Per Diems.....	Sept. 2007	6
Real Estate Not Subject to Taxation (IC 36-7-14-37).....	March 2003	4
Sale and Lease of Real Estate to Other Public Agencies (IC 36-7-14-22(a)) .....	March 2003	4
Tax Levy .....	IC 36-7-14-26	
.....	IC 36-7-14-28	
.....	Dec. 2008	7

CITIES AND TOWNS BULLETIN INDEX – PAGE 21

	<u>Issue</u>	<u>Page</u>
<b>RENTAL-PURCHASE AGREEMENTS</b>		
Necessary Provisions and Requirements .....	Dec. 2007	8
<b>REPORTS</b>		
Annual Operational Report - MVH Fund .....	Dec. 2006	3
Annual Report		
Financial Report to Board of Accounts .....	Dec. 2004	4
Publication Requirements .....	Dec. 2004	4
Report of Names, Addresses, Duties, and Compensation - Form 100R ....	Dec. 2006	3
Revenue Bonds - Reports to Bondholders.....	Sept. 2005	1
<b>RESIDENCE REQUIREMENTS</b>		
City Police and Fire Personnel .....	Sept. 2006	3
Clerk-Treasurer.....	March 2003	5
<b>RETENTION SCHEDULES</b>		
Public Records.....	Dec. 2007	6
<b>RIVERBOAT GAMBLING</b>		
Admissions Tax Revenue.....	Sept. 2006	7
Wagering Tax Revenue.....	Sept. 2006	7
Riverboat Fund .....	Sept. 2007	5
Donations to Foundation .....	Sept. 2000	6-7
Revenue Sharing to Cities and Towns Without Boats.....	Sept. 2002	6-7
	June 2003	14
<b>RUBBER STAMP FOR SIGNATURES</b>		
Use of .....	Sept. 2002	1
<b>SALARIES (See COMPENSATION)</b>		
<b>SALES TAX</b>		
Audit Positions .....	Sept. 2006	2
Department of Revenue Rulings .....	Dec. 2005	7
Exemption Certificates.....	Sept. 2006	2
Increase .....	Dec. 2002	2
<b>SEATBELT VIOLATIONS</b>		
Procedures .....	Sept. 2002	1
Official Opinion No. 2003-2.....	March 2003	1-2
<b>SEWAGE DISPOSAL PLANTS AND SEWERS</b>		
Cumulative Building and Sinking Fund.....	Dec. 2008	6
Delinquent Accounts		
Collection of .....	IC 36-9-23-33	
Delinquent Fees .....	IC 36-9-23-31	
	IC 36-9-23-33(a)(3)	
Discontinuing Water Service .....	March 2001	2
Lien - Filing Procedure, Recording, Etc. ....	Sept. 2003	10-11
Penalties .....	March 1999	10
Service Charge .....	Sept. 2003	10-11
Unenforceable Sewer Liens.....	Sept. 2000	4-5
Deposits.....	IC 36-9-23-25;	
	IC 36-9-23-28	
	June 2004	10
Operation by Utility Service Board (IC 36-9-23-3(2)) .....	March 2001	2
Uniform System of Accounts .....	March 2007	3

CITIES AND TOWNS BULLETIN INDEX – PAGE 22

	<u>Issue</u>	<u>Page</u>
<b>SICK LEAVE</b>		
Elected Officials .....	June 2007	9
Written Policy Needed .....	Dec. 2001	3-4
<b>SIDEWALKS</b>		
Construction.....	Dec. 2006	5-6
.....	Sept. 1999	1
<b>SIGNATURE OF OFFICIALS</b>		
On Claims and Warrants .....	Sept. 2002	1
<b>SINGLE AUDITS</b>		
Single Audit Act Amendments .....	March 2005	10-12
<b>SOCIAL SECURITY</b>		
Deductions.....	Dec. 1999	1
Tax Rates .....	Dec. 1999	1
.....	Dec. 2000	1
.....	Dec. 2001	2
.....	Dec. 2003	1
.....	Dec. 2004	2
.....	Dec. 2005	2
.....	Dec. 2006	2
.....	Dec. 2007	2
.....	Dec. 2008	2
<b>SOLEMNIZATION OF MARRIAGES</b>		
Clerk-Treasurers, Mayors, and Clerks .....	Sept. 1999	5
<b>SOLID WASTE DISPOSAL FACILITIES AND COLLECTION</b>		
Contracts Required.....	IC 36-9-30-5(d)	
Provisions of Law.....	IC 36-9-30	
.....	Dec. 2007	9
<b>SPEED LIMITS – CITY AND TOWN STREETS</b>		
Maximum Lawful Speeds, Alteration of, Fines .....	Sept. 2002	2-3
<b>SPECIAL FUEL TAX</b>		
Remittance of.....	March 2007	4
Reporting Changes.....	March 2004	5
<b>STATE DISTRIBUTIONS</b>		
Numbers, Name, Frequency, Fund Benefiting .....	Dec. 2006	4-5
Electronic Funds Transfer .....	June 2005	10
<b>STATE GRANTS</b>		
Separate Fund Required-Matching Grants .....	Dec. 2006	14
Appropriation .....	Dec. 2006	13-14
<b>STATE USER FEES</b>		
Procedures For Distribution.....	Sept. 2000	1
<b>STORMWATER MANAGEMENT SYSTEMS</b>		
Financing of .....	Sept. 2002	11

CITIES AND TOWNS BULLETIN INDEX – PAGE 23

CITIES AND TOWNS BULLETIN INDEX – PAGE 24

	<u>Issue</u>	<u>Page</u>
<b>TUITION REIMBURSEMENT</b>		
Procedures .....	June 2000	<a href="#">17</a>
<b>UNEMPLOYMENT COMPENSATION</b>		
Employer's Liability .....	IC 22-4-11-2(d)	
<b>UNCLAIMED PROPERTY – CHECKS</b>		
Limit of Fees .....	Sept. 2000	<a href="#">5</a>
<b>UNSAFE BUILDING FUND</b> .....	IC 36-7-9-14	
<b>UTILITIES, MUNICIPAL</b>		
Cash Reserve Fund.....	Sept. 2004	<a href="#">3</a>
Claims - Allowance .....	June 2003	<a href="#">14</a>
Classifications.....	March 2007	<a href="#">3</a>
Clerk-Treasurer's Duties.....	March 2006	<a href="#">7</a>
Deposits.....	IC 32-34-1-1	
.....	June 2004	<a href="#">10</a>
Depository Accounts - Separate Accounts - Revenue Bonds.....	Sept. 2005	<a href="#">1</a>
Expenditures.....	June 2006	<a href="#">12</a>
Forms.....	March 2007	<a href="#">3</a>
Funds - Official Responsible for .....	Dec. 2007	<a href="#">9</a>
General Questions.....	Sept. 2001	<a href="#">6-7</a>
Hydrant Rental – Recovery of Costs from Customers .....	Sept. 2002	<a href="#">10</a>
Investments of Meter Deposit Funds.....	Dec. 2001	<a href="#">6-7</a>
.....	Dec. 2002	<a href="#">9</a>
Investment of Utility Funds .....	Dec. 2005	<a href="#">6</a>
Loans to City or Town.....	March 2008	<a href="#">5</a>
Loans to Other Utilities .....	March 2008	<a href="#">2</a>
Payments in Lieu of Taxes .....	March 2001	<a href="#">1</a>
Prescribed Forms .....	March 2006	<a href="#">1-4</a>
Penalties on Utility Billings.....	March 1999	<a href="#">9-10</a>
Public Purchases Exemption.....	IC 5-22-1-2	
Public Works and Improvements - General Statute .....	IC 36-1-12	
Reports to Bondholders.....	Sept. 2005	<a href="#">1</a>
Sale of.....	IC 8-1.5-2-3/6	
Sewage Utilities (See SEWAGE DISPOSAL PLANTS AND SEWERS)		
Temporary Loans from City or Town.....	Dec. 2001	<a href="#">6</a>
Unclaimed Meter Deposits .....	June 2004	<a href="#">10</a>
Underground Facilities.....	Sept. 2000	<a href="#">3</a>
Uniform System of Accounts .....	March 2007	<a href="#">3</a>
Utility Receipts Tax.....	Dec. 2002	<a href="#">2</a>
.....	Dec. 2005	<a href="#">6</a>
Utility Regulatory Commission.....	IC 8-1	
<b>VACANCIES IN ELECTED OFFICES</b>		
Towns .....	Dec. 1999	<a href="#">3</a>
<b>VACATIONS</b>		
Advance Payment Authorized .....	Dec. 2001	<a href="#">3-4</a>
Written Policy Needed .....	Dec. 2001	<a href="#">3-4</a>
Elected Officials .....	June 2007	<a href="#">9</a>
<b>VEHICLE ACCIDENT REPORTS (IC 9-26 / IC 9-29)</b>		
Procedure .....	Sept. 2003	<a href="#">4-5</a>

CITIES AND TOWNS BULLETIN INDEX – PAGE 25

	<u>Issue</u>	<u>Page</u>
<b>VEHICLE INSPECTION FEES</b>		
Procedures .....	Sept. 2003	<b>4-5</b>
<b>VENDING MACHINES</b>		
Commissions .....	Dec. 2006	<b>7</b>
<b>VETERANS</b>		
Appropriations to Veterans Organizations		
for Memorial Day Expenses (IC 10-7-13-1) .....	June 2008	<b>15-16</b>
Memorials – Appropriations to Establish and Maintain .....	June 2008	<b>16</b>
<b>VOID WARRANTS (CHECKS)</b>		
Old Outstanding Checks.....	Dec. 2008	<b>2</b>
<b>VOLUNTEER FIREFIGHTERS</b>		
Automobile Allowances .....	IC 36-8-12-5(a)(2)	
Clothing and Automobile Allowance.....	Sept. 2006	<b>2</b>
Compensation.....	IC 36-8-12-2	
Contracts .....	Dec. 2000	<b>3</b>
Insurance .....	Sept. 2008	<b>2</b>
	June 2005	<b>11</b>
	.....IC 36-8-12-6	
	.....IC 36-8-12-7	
	.....IC 36-8-12-8	
Unemployment Compensation .....	Dec. 2008	<b>7</b>
<b>WARRANTS (CHECKS)</b>		
Old Outstanding Checks.....	IC 5-11-10.5	
	.....Dec. 2008	<b>2</b>
Optical Images.....	Sept. 2007	<b>2-3</b>
Rubber Stamp Signatures .....	Sept. 2002	<b>1</b>
Dishonored .....	Sept. 2000	<b>5</b>
<b>W-4 REPORTING REQUIREMENTS</b>		
New Hires .....	Dec. 2007	<b>6-7</b>
<b>WEED CUTTING ASSESSMENTS</b>		
Cities and Towns .....	March 2002	<b>8</b>
<b>WEIGHTS AND MEASURES</b>		
Inspector of .....	Sept. 2008	<b>4-5</b>
<b>WORKER'S COMPENSATION INSURANCE</b>		
Absence From Work for Injury.....	March 2008	<b>2</b>
City Firefighters and Police Officers (IC 22-3-2-2) .....	March 2002	<b>3</b>
Inclusion of Officers .....	March 2006	<b>6</b>
<b>YEAR END DUTIES</b>		
Year End Duties.....	Dec. 2008	<b>1</b>
Year End Duties - Outgoing Officials.....	Dec. 2007	<b>5</b>